ELECTRONIC SUBMISSION OF BIRTH DEFECTS

TRAINING MANUAL FOR BIRTH DEFECTS

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Birth Defects Electronic Submission Site

Birth Defects Training Site

You need to be on the Nebraska Vital Records ERS Log in Screen to log in to Citrix https://nfuse-dhhs.ne.gov/Citrix/XenApp/site/default.aspx If you type https://nfuse-dhhs.ne.gov you should be able to access our site.

If you don't have an icon or a favorite place where Citrix has been saved you need to go to Internet Explorer and type in the above address.

You will all be assigned user names. Make sure that you write them down and keep track of them because you will need them to sign in. For example mine is nirwin. It does not matter if it is entered in upper or lower case.

The default password is HHss0000 (4 zeros). Case does matter here.

The domain is bf200lnk. It does not matter if it is upper or lower case.

After the first time you log in you will be prompted to change your password.

Go to Preferences and Account Settings and select change password
- Enter your old password
- Enter your new password
- Confirm your new password
- Select ok

Password Rules:
- Your password must be 8 or more characters in length and contain 3 of the following 4 things
- Upper case letter (i.e. B)
- Lower case letter (i.e. b)
- A number (i.e. 3)
- A special character (i.e. ! % & *)
- Your password expires every 90 days

There are two sites available.

***To train you will need to select vital records training-Ext (It has the Great Seal of the State of Nebraska on it.) This is where you will do your practicing until you feel ready to start entering on production. One other important note--everything that is entered on the training site will have to be re-entered on the production site to save the information.

To enter actual birth defects and information you will need to select Vital Records ERSII-Ext. (This site has the Sandhill Cranes at Sunset on it)

Once you select the training site you will see our Legal Notice-State of Nebraska. Please read this and make sure you understand the implications of it and click ok to continue. When your select location is displayed and it is correct, click ok to continue. If you only have one location it will automatically skip this.

If we have any messages to get out to the users they will appear next. Please read and click ok.

Messages will also appear under Attention All Users on the training and production screens. Make sure you check and read them also.

The first thing I do is check for a birth defect case already in the system. You might want to check for births first. There is no right or wrong way to do it. The way it works best for you is the best way.

To search by the Birth Defect Case:
Select Search
Select Birth Defect Case and enter or left mouse click
(ALT S, C)

Searching for a birth defect case on the search screen:
Enter the child's first and last name and the child's date of birth.
Click on search or enter.
If you don't find it on the above criteria, enter the mother's name (married or maiden).
You can search for event year starting in 2005.

Under Search Options you will see several different wild cards which may be used on any field. One of the wildcards used frequently is the %.

Wild Card Searches:
▪ For example if you type Gonz% in the last name search and enter (search) you will find all last names that begin with Gonz. This is true for birth defect cases or births.
▪ For example Gonzales, González, González Aguiñaga, Gonzalez-Hernandez, Gonzalaus etc.
▪ You may wish to use this with Spanish names if you don't find them with your spelling.

How to search with wild cards on a date range:
▪ Be on the date of birth.
▪ Hit the left parenthesis and fill in the two dates and click ok to fill it in the date range of birth.
▪ This is true for birth defect cases and for births.

The tilde is a "grapheme" (graphic symbol) with several uses. The name of the character comes from Spanish from the Latin "titulus", meaning a title or superscription, though the term "tilde" has evolved in that language and now has a different meaning in Linguistics.

The Nebraska Birth Electronic Software has the capability of the application of "Tildes".

Here are the short cuts (you will need to enter these numbers on your keypad):

ALT + 160 = á   ALT + 130 = é

ALT + 161 = í   ALT + 162 = ó

ALT + 163 = ú

ALT + 164 = ñ   ALT + 165 = Ñ

ALT +0193= Á   ALT + 0201 = É

ALT + 0205 = Í   ALT + 0211 = Ó

ALT + 0218 = Ú

You can also type the letter you need the tilde on and press Shift + Tilde Key (located next to the #1 key) until you find the tilde needed. With Hispanic names, this is a great tool.

If you find the Birth Defect Case:
Double click on the record to display it or select display on the bottom of the screen or D.

After displaying the Defect Case:
Make sure the information matches what you have on the child. If it does not (for example the spelling of the mother's name is Carrie versus Kerry), but all the other information matches, you can either put that on the defect item notes or e-mail me to check it out.

Linking to the Defect Item(s) from the displayed Defect Case to check to see if you have already submitted them to the State:
Select Linking
Select Defect Item
(ALT L, D)

Double click to display or select display or D to reveal the birth defect item(s). This will show you if you have already submitted the birth defect to the state. Or you can scroll over to see the birth defects.

If you have not submitted the birth defect:
Go back to the birth defect case by choosing the X in the top right hand corner of each screen to close out each screen.

There are three steps:
1. Always be on the Defect Case record:
Select File
New
Defect Item and enter or left mouse click
(ALT F, N, T and enter)
Add the information and defect item(s) to the defect item screen for each new defect.

Adding information on the Defect Item:
Date Reported -Automatically populates current date; just tab to next item to be entered.
Source of Report-It is a drop down list. Select the one you need. It will usually be hospital of birth or referring hospital.
Facility name reporting defect-Automatically populates your facility; just tab to next item to be entered.
Enter defect description-It is a drop down list which you can scroll down or start typing and it should bring up the defect description. You might have to scroll to find the correct one. Select the defect and enter. When you do this it will automatically fill in the ICD-9-CM Code that I use for birth defect coding. This code is not the same one you use.
Exception to the rule:
If you select other for the description (you can't find the defect, it is a syndrome and you are not sure where to code it, etc.) give me a description of the defect in the next box which appears. You will have to enlarge your screen to see the box and tab over to it. Notice that the ICD-9-CM Code is 999.999; this tells me that I need to check it out.
The Note Field is where you add additional information such as you have entered something which needs to be clarified by right, left, unilateral, or bilateral. The note area is information for me if you have something to tell me about the defect or if you coded it but are unsure if that code is the correct one. If you have a syndrome, you can give me additional information on it.

2. Saving a Birth Defect Item:
   Save the record each time by File Save, Ctrl S, or clicking the save icon.
   - We have put in a message which if you try to exit the record before saving it will ask you if you wish to save the record.
   - If you try to change the information of a birth defect item which is already in existence you will get a message telling you that you can't do that.

3. Exit out of this screen by File Exit, by clicking the X in the top right hand corner or do Alt F, X.

Very Important:
Repeat above steps until all the defects have been entered for the child. Another thing to remember, you have to be on the defect case record each time before you do the new birth defect item.

If you are a birthing hospital:
If you know the child was born at your facility, you need to search the births for your hospital
Select Search
Select Birth and enter or left mouse click
(ALT S, B)

Searching is the same for births as it is for birth defects.
Put in the child's first and last name.
If you want you can enter the child's date of birth.
Click Search or S
If you don't find it on the above criteria, enter the mother's name (either her married or maiden name).
You can search for event year starting with 2005.

Under Search Options you will see several different wild cards which may be used on any field. One of the wildcards used frequently is the %.

Wild Card Searches:
- If you type Gonz% in the last name search and enter (search) you will find all last names that begin with Gonz. This is true for both birth defect cases and births.
- Some examples are Gonzales Chaidez, Gonzàlez, González, Gonzaléz, González Peña, Gonzalez-Chambers etc.
- You may wish to use this with Spanish names if you don't find them with your spelling.

How to search with wild cards on a date range:
Be on the date of birth
- Hit the left parenthesis and fill in the two dates and click ok to fill it in the date of birth
- It is the same for birth defect cases and births.

If you find the child, display the birth.
Double click or select the "D" key or select display.

Remember that you can use Tildes which was discussed earlier in this manual.

After you find the child and have displayed the birth record (And with the birth record still displayed):
Select File
New
Birth Defect Case and enter or left mouse click
(ALT F, N, C)
Save it by File, Save, Ctrl S or by clicking the save icon (Birth Defect Case Saved and is displayed)

With the Birth Defect Case displayed:
Select File
New
Defect Item and enter or left mouse click
(ALT F, N, T)
Enter the information required

1. Adding information on the Defect Item:
Date Reported-Automatically populates current date; just tab to next item to be entered.
Source of Report-It is a drop down list. Select the one you need. It will usually be hospital of birth or referring hospital.
Facility name reporting defect-Automatically populates your facility; just tab to next item to be entered.
Enter Defect Description-It is a drop down list which you can scroll down or start typing and it should bring up the defect description. You might have to scroll to find the correct one. Select the defect and enter. When you do this it will automatically fill in the ICD-9-CM Code that I use for birth defect coding. This code is not the same one you use.
Exception to the rule:
If you select other for the description (you can't find the defect, it is a syndrome and you are not sure where to code it, etc.) give me a description of the defect in the next box which appears. You will have to enlarge your screen to see the box and tab over to it.
Notice that the ICD-9-CM Code is 999.999; this tells me that I need to check it out.
The Note Field is where you add additional information such as you have entered something which needs to be clarified by right, left, unilateral, or bilateral. The note area is information for me if you have something to tell me about the defect or if you coded it but are unsure if that code is the correct one. If you have a syndrome, you can give me additional information on it.

2. Saving a Birth Defect Item:
Save the record by file save, Ctrl S, or clicking on the save icon

- We have put in a message which if you try to exit the record before saving it will ask you if you wish to save the record.
- If you try to change the information of a birth defect item which is already in existence you will get a message telling you that you can't do that.

3. Exit out of the record by File Exit, (Alt F, X and enter) or by clicking the X in the top right hand corner

Repeat above steps until all Defect Items have been entered. Another thing to remember is that you have to be on the defect case record each time before you do the new birth defect.

If you do not find the Birth Defect Case for a child for both birthing and referral hospitals:
Select File

New
Birth Defect Case and enter or left mouse click
(ALT F, N, C)
Enter the information required
Child's first and last name, sex, and date of birth
Mother's first name, last name, maiden name, and date of birth
Father's first name, last name, and suffix if applicable, and date of birth
Save the record (File, Save, CTRL S, or by clicking the save icon

Saving a Defect Case Record:
- We have put in a message which if you try to exit the record before saving it will ask you if you wish to save the record.
- If you try to change the information of a birth defect case record which is already in existence you will get a message telling you that you can't do that.

Leave your Birth Defect Case up after you have entered the information and saved it:
Add the Defect Item(s) to it by selecting File
New
Defect Item and enter or left mouse click
(ALT F, N, T)
Enter the information required

1. Adding Information on the Defect Item:
Date Reported (Automatically populates current date; just tab to next item to be entered
Source of Report-It is a drop down list. Select the one you need. It will usually be hospital of birth or referring hospital
Facility name reporting defect-(Automatically populates your facility; just tab to next item to be entered
Enter Defect Description-It is a drop down list which you can scroll down or start typing and it should bring up the defect description. You might have to scroll to find the correct one. Select the defect and enter. When you do this it will automatically fill in the ICD-9-CM Code that I use for birth defect coding. This code is not the same one you use.
Exception to the rule:
If you select other for the description (you can't find the defect, it is a syndrome and you are not sure where to code it, etc.) give me a description of the defect in the next box which appears. You will have to enlarge your screen to see the box and tab over to it. Notice that the ICD-9-CM Code is 999.999; this tells me that I need to check it out.
The Note Field is where you add additional information such as you have entered something which needs to be clarified by right, left, unilateral, or bilateral. The note area is information for me if you have something to tell me about the defect or if you coded it but are unsure if that code is the correct one. If you have a syndrome, you can give me additional information on it.

2. Save the record each time by file save, Ctrl S, or clicking on the save icon
   Saving a Birth Defect Item:

- We have put in a message which if you try to exit the record before saving it will ask you if you wish to save the record
- If you try to change the information of a birth defect item which is already in existence you will get a message telling you that you can't do that

3. Exit out of this screen by File Exit, by clicking the X in the top right hand corner or do Alt F, X.

Very Important:
Repeat above steps until all the defects have been entered for the child. Another thing to remember you have to be on the defect case record each time before you do the new birth defect item.

You can search for specific Birth Defect Cases:
Search
Birth Defect Case and enter or left mouse click
(ALT S, C)
Enter the child's first and last name
Or enter date of birth
Or enter Event Year
Or enter CDC Number
Click Search or S
When you find it display it, etc.

Other Searches:
- You can put names, dates, etc. in alphabetical order by clicking on the appropriate field once you have displayed the search (A-Z) (2005-2008)
- If you click again on the same field it will be in descending order (Z-A) (2008-2005)
- To search for a date range (01/01/2006 to 12/31/2006) do a left parenthesis and fill in the two dates and click ok to fill it in the date of birth
- You can search by your facility name for a year, all years, or a date

Search for specific Birth Defects:
Select Search
Defect Item and enter or left mouse click
(ALT S, T)
Enter the Defect Description by typing and using the drop down list or scroll bar until you find the correct defect
Click Search or S when you find it, click Display, etc.

Additional Information:
A. Until Nila has checked that the defect item and defect case is complete, you can change the information on both the defect case or defect item which you have submitted. It will still be in your work queue. Go to Work Queue, select Defect Item Can Update.

B. Once Nila has checked that the defect item and defect case are complete, you can't change the information. (It will disappear from your work queue.)
C. If you have new information, you will have to enter a new defect item from the defect case record.
D. You can only enter one defect at a time from the defect case.
E. After you save it and exit, you can go back to the defect case and enter another new defect item. You can also use short cuts instead of the mouse if you prefer.
F. If you are not on the defect case when you enter a new defect item you will get blanks for the child's name.
G. If this happens just exit out of the defect item by clicking on the X in the top right hand corner and the defect will not be saved.
H. If you save the record with a blank name; go to the note field and tell Nila the child's first and last name, sex, and date of birth because those fields will be blank.
I. If you are a birthing hospital you can check for births, birth defect cases, and defect items.
J. If you are a referring hospital you can check for birth defect cases and defect items.
K. Both birthing and referring hospitals can add new defect case records and defect items.
L. Remember, if you have reported the defect before you do not need to report it again.
M. If a defect has been reported before but not by your facility, you need to enter that defect item.

Short Cuts:
- To add a new birth defect case you can use the methods explained earlier or this short cut. (Alt F, N, C)
- To add a new birth defect item you can use the methods explained earlier or this short cut (Alt F, N, T) and then type in the information.
- To search for a birth defect case you can use the methods explained earlier or this short cut (Alt F, C) then type in the information and search.
- Any letter on the menu bar that is underlined is a short cut key. If you are at the main menu bar it will be Alt and the letter. Otherwise just the letter. Some people will like the short cuts better than using the mouse. You can do it either way.

MORE SHORTCUTS

Alt S, C	Search for Birth Defect Case
Alt S, B	Search for a birth
Alt S, T	Search for a defect item
S	Search (from search screen)
D	Display (Birth Defect Case, Birth, Defect Item)
Alt L, D	Linking to defect item from defect case
Ctrl S	Save
Alt F, X	Exit from birth defect item screen

Alt F, N, C   Have birth certificate up & creating new defect case
Alt F, N, T   With birth defect case display, adding new defect item

Reports:
- o   To run reports for your hospital you need to go to batch, reports. (Alt B, R)
- o   Click Defects
- o   Select Defects From Facility
- o   Select Preview or select a parameter to run the reports on

Ways to Run Reports
- All these following are parameters:
- Date of Birth
- Defect Code (Coding range; i.e. 747.000)
- Defect Reported Date
- Event Year
- Facility Name Rpt
- You can use one or more of these or you can preview the report without any parameters

Additional Information on Reports
- ❑ You can print these reports off at the current settings and it will be legible by using the printer icon (Print)
- ❑ Show the find text tool
- ❑ Whole Page
- ❑ Page Width
- ❑ 100%
- ❑ First Page
- ❑ Prior Page
- ❑ Next Page
- ❑ Last Page
- ❑ Close will exit the report
- ❑ Run your cursor over each icon on your screen to see which one it is. These may not always be in the same order in coming releases.

Additional Information on Reports
- ❑ To read the report on the screen just click the icon to the right of the one it is currently on (page width) and it will bring it to 100%; you will need to scroll and/or page down to see all the information.
- ❑ Single arrow Blue buttons on the menu bar take you one page forward (Next page) at a time or backwards (Prior Page)
- ❑ Double arrow Blue buttons on the menu bar take you to the first page or the last page

To sent e-mail via the system:
- Go to the Tools Bar
- Select Send Message/E-Mail

- Fill in the following fields:
- To
- CC (if necessary)
- Priority
- Subject
- Return Receipt (if necessary)
- Attach File (if necessary)
- Type in the Message Field
- Send

If you see Messages Not Read on your screen:
This means that you have been sent a message by someone in the system and you need to read it.
Select Work Queue
Messages and enter
It will show you a display screen. You can see by this that the message has NOT been read. Click Display to read the message. It will show you the message. You can delete the message after you read it or you can mark it read and put in the date and keep it. You will also receive an e-mail in your personal e-mail box.

Select Work Queue
Defect Item Can Update
   A. Until Nila has checked that the defect item and defect case is complete, you can change the information on both the defect case or defect item which you have submitted. (It will still be in your work queue.)
   B. Once Nila has checked that the defect item and defect case are complete, you can not change the information. (It will disappear from your work queue.)
   C. If you have new information, you will need to enter a new defect item from the defect case record.

Questions?
   ❖ Call Nila Irwin at (402)471-0354 between the hours of 7:00 A.M. to 3:30 P.M. After that time you may leave a voice mail. Please make sure you leave the time and date you are calling, your name, your telephone number, and what your question is. I will return your call as soon as I can.
   ❖ E-mail Nila at Nila.Irwin@nebraska.gov with your questions using the system's e-mail or your personal e-mail.
   ❖ E-mail Nila at Birth Defects (Birth.Defects@dhhs.ne.gov) with your questions using your personal e-mail.
   ❖ I also have a fax number you may use to send me your questions if you prefer. (402) 742-2388